

~~SECRET~~
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PROPOSED POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT, CAF-5

25X1A6a

[REDACTED]

Under general supervision of Chief Engineer, P-5, maintains property records of large quantities of communications, radio and recording equipment in operation at [REDACTED] or issued on memorandum receipt to Washington offices. Initiates requisitions for services and replacement parts for technical equipment, as well as for routine post supplies.

25X1A6a

Transcribes from Dictaphone recordings or from stenographic notes correspondence and reports of the Chief Engineer, and performs other such secretarial duties as required.

Maintains files of daily progress reports of broadcast interceptions, Morse code copy and permanent recordings of intercepts.

Maintains post personnel records, including shift assignments, personnel actions, attendance and leave records.

Assists and advises the Chief Engineer in preparation of Post budget estimates.

Qualifications: Competence as typist and stenographer or dictaphone transcriber operator; familiarity with terminology of communications, radio and recording equipment; knowledge of U. S. Government regulations and of CIA procedures for property control, personnel actions, compensation, attendance and leave; male sex preferred in view of isolated location and sex of entire staff.

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